

Division of Behavioral Health Services

Bureau of Compliance

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TO: T/RBHA CEOs and Medical Directors

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SUBJECT: **POLICY CLARIFICATION: Inter-T/RBHA Transfer**

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This memorandum is intended to clarify the responsibilities of Tribal and Regional Behavioral Health Authorities (T/RBHAs) in meeting the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) policy requirements regarding Inter-T/RBHA transfers of persons eligible under the Arizona Long Term Care System/Division of Developmental Disabilities (ALTCS/DDD) placed temporarily outside of the T/RBHA Geographical Service Area (GSA).

When an ALTCS/DDD member is placed temporarily in a group home while a permanent placement is being developed, covered services remain the responsibility of the home T/RBHA. This interpretation does not constitute a policy change and is described in the ADHS/DBHS Policy and Procedures Manual Section CO 1.1, Inter-RBHA Coordination of Services. See Policy and Procedures Manual Section CO 1.1.F.1.c.(2)(b), "Responsibility for service provision, other than crisis services, remains with the home T/RBHA when the enrolled person is visiting or otherwise temporarily residing in a different T/RBHA area but the anticipated duration of the temporary stay is less than three months."

Alternatively, Policy and Procedures Manual Section CO 1.1.F.3.a.(1) states that a transfer shall occur when, "An adult person voluntarily elects to change the person's place of residence to an independent living setting from one T/RBHA's area to another. Persons who are unable to live independently shall not be transferred to another T/RBHA with the exception of persons who are unable to live independently but are involved with the Department of Developmental Disabilities (DDD). Persons involved with DDD who reside in a supervised setting are the responsibility of the T/RBHA in which the supervised setting is located. This is true regardless of where the adult guardian lives." This section is intended to apply to permanent relocation of DD members only.

The following example illustrates the intent of this policy clarification: An ALTCS/DDD eligible member from one GSA is temporarily placed in a group home outside of the home T/RBHA's GSA. The home T/RBHA is developing an alternative placement and anticipates the placement to be available for the member within 60 days. As a result, the placement outside of the home T/RBHA's GSA is considered temporary and covered services remain the responsibility of the home T/RBHA. The home T/RBHA, therefore, should establish a Single Case Agreement (SCA) with a local agency/provider, or other arrangement, to provide services for the temporarily placed member. If in the future, it is determined that the permanent home of the member will be established outside of the home T/RBHA's GSA, then an inter-RBHA transfer should occur.

When out-of-area service is being provided, it is important to determine if the person intends to remain out of the home T/RBHA's GSA on a permanent basis, and if so, an inter-RBHA transfer should be initiated according to Policy and Procedure CO 1.1.